



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **FISCAL COORDINATOR**
(Provisional* Appointment)

SALARY: \$56,838 - \$78,167 annually

LOCATION: Monroe County Department of Public Safety – Probation

JOB SUMMARY:

This is a professional position responsible for the fiscal administration of a department or agency, including budgetary functions, accounting functions, procurement, and accounts receivable monitoring. The employee is the primary fiscal liaison between the employing department or agency and other County departments, contract agencies, and/or state and federal agencies. The employee reports directly to, and works under the general supervision of a senior-level administrator. General supervision is exercised over subordinate personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Business Management, Financial Management, Accounting, or Finance or a closely related field, plus four (4) years paid full time or its part-time equivalent experience in accounting, budgeting, OR financial analysis; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (A) above, plus two (2) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 3, 2023

Posting Deadline: March 24, 2023

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.